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DDTR *[Signature]*

23 November 1972

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Training Weekly Report

I. Courses

a. Midcareer Course

A one-hour module on "planning" was introduced in the current running, following the completion of the Managerial Grid. Student reaction was mixed. Several said the substance of the presentation was exactly what was needed in examining the function of planning in an Agency context. One or two students challenged the relevancy of management training (aside from the Grid) to the overall objectives of the course. The majority agreed that if such management training is to be given it should be separate from the Midcareer Course. The module will be used, as is, in the next Midcareer Course to get further

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Phase II of the Course began on 12 November. Wednesday

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night's session with [REDACTED]

reported to be a real highlight, with active participation and an excellent interchange among speakers and students.

b. Clerical Orientation Program

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On 16 November, [REDACTED]

from the Office of Communi-

cations monitored the "Telephone Techniques" portion of the program to determine whether our coverage on the subject of "secure telephones" is accurate and complete. His only suggestion was that we should give greater coverage to the "gray line." He will provide us with additional information that can be included in future presentations.

c. Narcotics Control Training Program

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[REDACTED] the Operations School attended a meeting of the Narcotics Training Advisory Group, at the Foreign Service Institute, on 16 November. The main purpose of the session was to review and critique the second running of the inter-agency training program held 24 October-10 November at the Foreign Service Institute. Training Officers from the Bureau of Narcotics and Dangerous Drugs (BNDD) expressed great satisfaction with the program as it has developed so far. No Customs representatives were present to give their views. The Program Coordinator, [REDACTED]

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estimates that the Asia-oriented course to be held in January will include about ten officers from Customs, five from BNDD, and two to five each from the Department of State and the Office of Public Safety.

c. Total Immersion Language Training

The Language School is considering a plan to offer a three or four-week total immersion program for advanced students in French, Russian, and Spanish. Such a program, conducted completely in the target language, at an isolated location such as the [REDACTED]

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[REDACTED] appears to be the most profitable way, short of overseas, to develop speakers who can handle the language above the intermediate level. The program would be staffed with recently retired Agency officers who are native speakers of the specified language.

The DC/LS is in the process of soliciting opinions of Training Officers concerning the plan.

2. Notes

About 600 copies of the OTR Catalog of Courses have already been distributed throughout the Agency. Except for a select list of senior officers, all copies were distributed through the Training Officers.... Two officers of the Career Training Program will visit Denver, El Paso, and Austin, during the week of 4 December to interview ten to twelve CT applicants. Their trip has been coordinated with OP.... Fifteen senior officers

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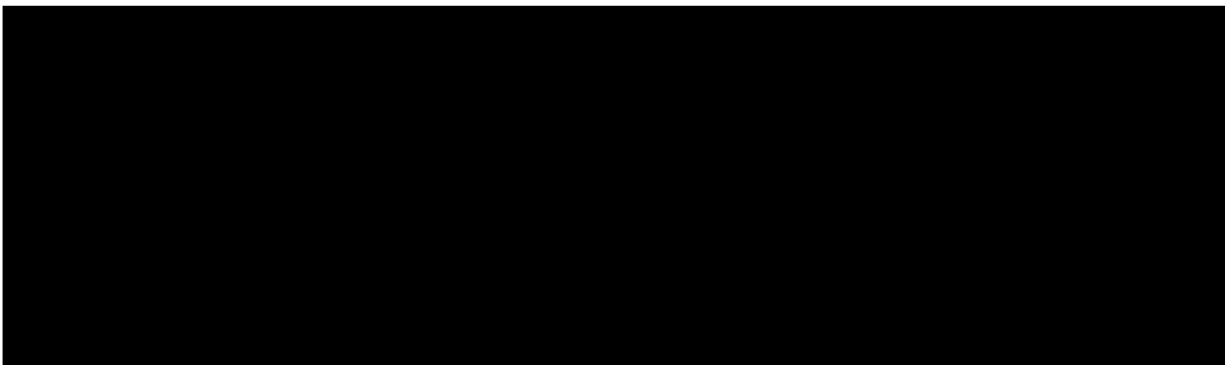
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of OTR will attend a pilot Leadership Conference on 14-15 December,

25X1A [REDACTED] ... OER will hold a conference for 50 of its personnel from

25X1A 6-8 December [REDACTED] ... Four representatives
from Support are officially enrolled as a team in the Civil Service
Commission's Productivity Management Workshop, 4-8 December.

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3. Briefings

Of three briefings given during the week of 12 November, one, on
"CIA and the Intelligence Community," was for an official of [REDACTED] 25X1A
Intelligence Service.

4. Status of training in OTR for the week of 12 November

Courses concluded: 13
Courses continuing: 8 plus 109 classes in language training
In addition, 11 covert training programs, four of which are
being conducted overseas

5. Guest Speakers

Attached is the schedule of high-level guest speakers who will partici-
pate in OTR courses during the week beginning Sunday, 19 November.

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Director of Training

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